



# Department of Defense DIRECTIVE

NUMBER 5105.53

May 24, 1988

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Administrative Reissuance Incorporating Change 1, January 29, 1993

DA&M

SUBJECT: Director of Administration and Management

- (a) Title 10, United States Code
- (b) [DoD Directive 5110.4](#), "Washington Headquarters Services," September 19, 1984
- (c) DoD 5025.1-M, "Department of Defense Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
- (d) DoD Directive 7750.5 Management and Control of Information Requirements," August 7, 1986
- (e) Title 44, United States Code, Chapter 11

## 1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive establishes the position of Director of Administration and Management (DA&M), reporting to the Deputy Secretary of Defense, with the responsibilities, functions, relationships, and authorities prescribed herein.

## 2. DEFINITION

2.1 DoD Components. The Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

### 3. RESPONSIBILITIES AND FUNCTIONS

The Director of Administration and Management shall serve as the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on DoD-wide organizational and administrative management matters. In this capacity the DA&M shall:

- 3.1. Advise and assist the Secretary and Deputy Secretary of Defense on administration and organization within the Department of Defense.
- 3.2. Provide policy guidance to DoD Components and coordinate on administrative and organizational matters.
- 3.3. Review, evaluate, and develop recommendations to improve the organization, functions, and management of DoD activities and programs.
- 3.4. Develop and maintain organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.
- 3.5. Provide policy guidance, coordinate, and oversee administration of assigned programs, including the DoD Committee Management Program, the DoD Management Headquarters Program, and the DoD Privacy Program.
- 3.6. *Develop policy, provide program oversight, and serve as DoD focal point for DoD Quality Management Matters.*
- 3.7. Administer the Historical Program of the OSD and coordinate DoD Historical Program activities.
- 3.8. Analyze and control manpower requirements for the OSD, the OJCS, and other assigned activities.
- 3.9. Administer the Internal Management Control Program for the OSD and other assigned activities.
- 3.10. Participate in planning, programming, and budgeting activities related to DA&M responsibilities.
- 3.11. Promote coordination, cooperation, and mutual understanding on matters under DA&M cognizance within the DoD and between the DoD, other Government

Agencies, and the public.

3.12. Serve on boards, committees, and other groups concerned with matters pertaining to the functions and responsibilities assigned to the DA&M and represent the Secretary and Deputy Secretary of Defense on such matters outside the DoD.

3.13. Perform such other duties as the Secretary or Deputy Secretary of Defense may prescribe.

#### 4. RELATIONSHIPS

4.1. In the performance of the above functions, the DA&M shall:

4.1.1. Coordinate and exchange information with officials of other DoD Components having collateral or related functions.

4.1.2. Use existing facilities and services of the DoD, whenever practicable, to achieve maximum efficiency and economy.

4.2. Serve as the Director, Washington Headquarters Services in accordance with DoD Directive 5110.4 (reference (b)).

4.3. Other OSD officials and the heads of DoD Components shall coordinate with the DA&M on all matters related to the functions cited in section 3., above.

#### 5. AUTHORITIES

The DA&M is hereby delegated authority to:

5.1. Issue DoD Instructions and one-time directive-type memoranda, consistent with DoD 5025.1-M (reference (c)), that implement policies approved by the Secretary or Deputy Secretary of Defense in the functions assigned to the DA&M. Instructions to the Military Departments shall be issued through the Secretaries of those Departments, or their designees. Instructions to Unified and Specified Commands shall be issued through the Chairman, Joint Chiefs of Staff (CJCS).

5.2. Obtain reports, information, advice, and assistance, consistent with DoD Directive 7750.5 (reference (d)), in carrying out assigned functions, as necessary.

5.3. Communicate directly with the heads of the DoD Components.

Communications to the Commanders of Unified and Specified Commands shall be coordinated with the CJCS.

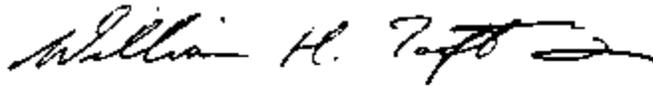
5.4. Establish arrangements for DoD participation in non-Defense Governmental programs for which the DA&M is assigned primary staff cognizance.

5.5. Communicate with other Government Agencies, representatives of the legislative branch, and members of the public, as appropriate, in carrying out assigned functions.

5.6. Act for the Secretary of Defense before the Joint Committee on Printing, the Public Printer, and the Director of the Office of Management and Budget on all matters relating to printing, binding, and publications requirements, consistent with reference (e).

6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "William H. Taft, IV". The signature is fluid and cursive, with a long horizontal stroke at the end.

William H. Taft, IV  
Deputy Secretary of Defense